

## STATE OF NEW HAMPSHIRE HUMAN RESOURCES

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**CLASSIFICATION:** ADMINISTRATOR III

**Class Code:** 0071-31

**Date Established:** 06-06-84

**Occupational Code:** 7-1-2

**Date of Last Revision:** 12-28-01

**BASIC PURPOSE:** To administer agency objectives by planning long term policies or strategies and interpreting data to draw conclusions and defend decisions.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- • Develops, authorizes and monitors statewide policies, goals and objectives for a variety of agency programs, as applicable to assigned area of responsibility.
- • Identifies legislative requirements, develops proposed legislation, and testifies on legislative bills for the purpose of explaining and defending agency objectives and goals.
- • Ensures that subordinate employees receive a timely performance appraisal at least once per year; recommends or approves annual increment for subordinate employees who achieve satisfactory work performance.
- • Formulates and implements program budgets, including authorizing improvements in budget administration and fiscal operations.
- • Evaluates program operations for effectiveness and proper allocation of agency or program resources and implements required fiscal and programmatic changes.
- • Plans, develops and evaluates comprehensive training programs and manuals; communicates recent developments in research, evaluation and planning of programs.
- • Analyzes and approves applications for grant funds to support research, evaluation or planning of related projects in the appropriate field.

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### **DISTINGUISHING FACTORS:**

**Skill:** Requires skill in evaluating, planning or integrating analysis of data to formulate current and long-range solutions, strategies or policies of a specialized or technical nature.

**Knowledge:** Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

**Impact:** Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organization goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

**Supervision:** Requires delegating supervisory or program responsibilities to subordinate managers, with overall accountability for hiring employees and approving program policies. The supervisor in this position assumes responsibility for an organizational unit, including developing long-range plans, analyzing staffing requirements, and formulating systemwide policies and procedures.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires acting as the official representative of the agency, including explaining and defending current and long-range goals or objectives which directly affect public policy decisions regarding major state programs and services.

**Complexity:** Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

**Independent Action:** Requires administrative decision-making in authorizing and monitoring the implementation of major departmental policies and procedures.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Master's degree from a recognized college or university with major study in a field relevant to program area in which position is assigned.

**Experience:** Seven years' experience in a field or occupation relevant to program area in which position is assigned, four years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation or related management experience.

OR

**Education:** Bachelor's degree from a recognized college or university with major study in a field relevant to program area in which position is assigned.

**Experience:** Eight years' experience in a field or occupation relevant to program area in which position is assigned, four years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation or related management experience.

**License/Certification:** License or registration required if necessary for performing professional job accountabilities.

**SPECIAL REQUIREMENTS:**

Specific education and experience requirements must be tailored to meet documented recruitment needs of the agency. All specific minimum qualifications must be stated on the supplemental job description and approved by the Division of Personnel prior to posting at the agency level.

**RECOMMENDED WORK TRAITS:** Knowledge of program administration and evaluation. Knowledge of state and federal laws relating to the programs within assigned area. Knowledge of the principles of supervision, administration, and community organization as applicable to specialized program area. Ability to prepare budgets. Ability to express ideas clearly and concisely both orally and in writing. Ability to evaluate and analyze program effectiveness and resource management. Ability to speak before public groups and legislative committees. Ability to establish and maintain effective working relationships with federal, state and other public officials. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

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